

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
(b) (6)

Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)	3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> New <input checked="" type="checkbox"/> Other	4. Employing Office Location Atlanta GA	5. Duty Station Atlanta GA	6. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest	7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	10. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	11. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive	12. Competitive Level Code 100	13. Agency Use
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15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management	Environmental Engineer	GS	0819	14		
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Environmental Engineer	GS	0819	14		

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment U.S. Environmental Protection Agency	c. Third Subdivision Enf. & Compl. Planning & Analysis Branch
a. First Subdivision Region 4	d. Fourth Subdivision Planning & Results Section
b. Second Subdivision Office of Environmental Accountability	e. Fifth Subdivision 90472930 / TJ000000

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

(b) (6)

21. Classification Standards Used in Classifying/Grading Position

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action

HR specialist

Signature

Date

Jena W McPhail 9/22/09

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

5. Description of Major Duties and Responsibilities (See Attached)

United States Environmental Protection Agency
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION
Atlanta, Georgia

2. POSITION NUMBER
(b) (6)

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position JFS GS-800 dtd 11/08

b. Title

c. Service

d. Series

e. Grade

f. CLC

Official Allocation

Environmental Engineer

GS

0819

14

100

4. SUPERVISOR'S RECOMMENDATION

Environmental Engineer

GS

0819

14

5. ORGANIZATIONAL TITLE OF POSITION (if any)

6. NAME OF EMPLOYEE

(b) (6)

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY

e. PLANNING AND RESULTS SECTION

b. REGION 4

f. ATLANTA, GA

c. OFFICE OF ENVIRONMENTAL ACCOUNTABILITY

g.

d. ENFORCEMENT & COMPLIANCE PLANNING & ANALYSIS BRANCH

h. EPAYS Organization Code 90472930

8. SUPERVISORY/MANAGERIAL DESIGNATION

- ☐ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- ☐ [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- ☐ [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- ☐ [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- ☐ [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.
- ☒ [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false statements are violations of such statutes or their implementing regulations.

(b) (6)

a. ☒ This position has no promotion potential. ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____

b. Fair Labor Standards Act
☐ Nonexempt ☒ Exempt

c. Functional Code 94

d. Bargaining Unit Code

e. Check, if applicable:

- ☐ Medical Monitoring Required
- ☐ Extramural Resources Management Duties (____ % of time)
- ☐ This position is subject to random drug testing

f. Signature

Jena W M Phail

g. Date

6/1/09

11. REMARKS

Environmental Engineer
GS-0819-14

I. INTRODUCTION

Organizational Location: This position is located in the Planning and Results Section, Enforcement and Compliance Planning and Analysis Branch, Office of Environmental Accountability, Region 4, U.S. Environmental Protection Agency, Atlanta, Georgia.

Primary Purpose: The primary purpose of the position is to serve as Regional Coordinator for EPA's National Environmental Performance Track (NEPT) program responsible for managing all aspects of program operations, implementation, member services, outreach and recruiting.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Evaluates applications submitted to EPA from public and private facilities to determine eligibility based on the following program requirements: accepted Environmental Management System, measurable environmental performance commitments and documented past achievements; history of sustained compliance with environmental regulations; and commitment to public outreach and reporting. Provides technical assistance to applicants on application process and responds to questions concerning completing the application. Coordinates with regional, state and HQ enforcement staff on review of applicant's compliance record. Makes recommendations to Division Director and Regional Administrator on the acceptance or denial of an application.
- B. Conducts programmatic site visits to selected members each year to assess continued implementation of program criteria. Meets face-to-face with facility managers and environmental managers to discuss effectiveness of environmental management systems, progress on achieving environmental performance commitments, public outreach and reporting activities, and obtain feedback on program. Writes summary reports of site visits and makes recommendations (if applicable) for improvements or actions to be taken to more fully meet program requirements.
- C. Provides technical assistance to members in completing Annual Performance Reports (APR) and reviews APRs. Coordinates with HQ program staff and members on revisions to report prior to publishing report on EPA website. Analyzes and documents the environmental achievements, innovative practices, public outreach efforts, EMS lesson learned and other achievements of regional members. Integrates environmental accomplishments of members into Region 4-HQ MOAs and other documents.

- D. Serves as spokesperson for Region 4 at various public and private conferences and meetings. Presents the elements of Performance Track statewide, regionally and nationally to the regulated community, trade associations, governmental entities and other interested parties. Develops presentations, written and web-ready materials on program and member accomplishments.
- E. Participates in weekly, monthly and annual EPA Performance Track meetings and conferences. Communicates critical regional issues to regional and HQ staff.
- F. Provides authoritative advice and assistance to the Section and Branch Chiefs and Regional Senior Managers on all matters concerning Performance Track including, member incentives, such as rulemakings; integration of Performance Track into regional programs and activities; leveraging resources and expertise of state partners, trade groups and other voluntary programs. Develops communication tools, such as talking points, speeches, briefings, press releases and presentations to present to and for use by regional senior managers.
- G. Serves as point-of-contact for all members, HQ program staff, state environmental agencies and partners. Communicates with members via individual meetings, phone and email, and assists members with maintaining their commitments under the program.
- H. Provides members with the incentives for which they have signed up, such as low-priority for routine inspections, participation in peer exchanges, interaction with senior officials and public recognition. Develops and coordinates public recognition opportunities and member roundtables. Coordinates with regional enforcement staff on implementing low-priority for routine inspections benefit. Facilitates opportunities for members to promote participation in the program and present facility accomplishments at meeting and conferences. Writes articles on program and facility environmental achievements and EMSs for various trade and EPA publications. Works with regional and HQ staff, members and partner organizations on the development of additional incentives to be offered to Performance Track members. Nominate members for HQ Performance Track Award Program and other EPA award programs.
- I. Coordinates and manages all aspects of recruiting and introductory workshops for regulated facilities. Provides training on how to complete the Performance Track application, presents an overview on the various requirements of the program (including Environmental Management Systems, pollution prevention, and measuring environmental performance) and the incentives offered through participation in the program. Identifies through research, referrals, current members and others, public and private regulated facilities in Region 4 that may be eligible for Performance Track.
- J. Develops partnership with trade groups, federal agencies with similar leadership programs, and other appropriate groups to increase value of program to members.

Leverages resources from such groups such as recognition events, outreach opportunities via articles in trade publications and newsletters, and speaking engagements at meetings and conferences.

- K. Helps state environmental agencies implement the Performance Track Programs by communicating program requirements, EPA policies and staffing needs. Works with regulatory staff in state environmental agencies to develop incentives to be offered to participants (such as public recognition and interaction with senior management) and state PT type programs. Assists states with the identification of funding (e.g., Pollution Prevention Grants) to support Performance Track Programs, including travel to PT meetings, trainings and national member events. Works with states to promote the development and implementation of environmental management systems (EMSs) within the regulated community. Integrates Performance Track into applicable Performance Partnership Agreements. Communicates regularly with state environmental agency contacts on issues related to program implementation and operations.
- L. Develops a Regional Strategy and Work plan for implementing PT in Region 4. Solicits interest and participation from regional program staff through formal and informal communication vehicles. Provides input to HQ on Performance Track program materials, including applications, policy and guidance. Seeks out opportunities to integrate Performance Track into regional and HQ air, waste and water programs, and initiatives, such as EPA's Innovation Strategy and Regional Innovation Environment Network.
- M. Other duties as assigned.

III. FACTORS

Factor 1: Knowledge Required by the Position

- Mastery of advanced engineering principles and practices which enables the employee to provide expert knowledge and information to policymakers, other agency representatives, and industry representatives.
- Knowledge of the National Environmental Performance Track program.
- Knowledge of Agency media program statutes, laws, policies, regulations, and standards, and unique Regional implementation issues and/or high profile situations.
- Skill in working with individuals and groups collaboratively to accomplish activities which require a great deal of persuasion.
- Knowledge of the theories, concepts, techniques, and practices to address environmental problems and compliance assurance issues.

- Skill in public relations and communication. Skill in developing and communicating complex issues including integrated strategies and compliance assistance approaches, policies, tools, and materials. Skill in facilitating active communications with critical stakeholders.
- Skill in planning, implementing, and evaluating integrated approaches, providing leadership and eliciting cooperation from all levels of organization within EPA and other stakeholders.
- Skill in consistently performing a variety of demanding tasks simultaneously and producing high quality work.
- Basic analytical and measurement knowledge. Skill in teaching and assisting in related tools development.
- Familiarity with web-site and database management, and communications and accounting software.
- Demonstrated proficiency in oral and written communication skills necessary to develop and make formal presentations to senior managers and diverse audiences and to prepare effective programmatic, technical, and policy documents and reports.

Factor 2: Supervisory Controls

The incumbent receives broad, general supervision from the Planning and Analysis Section Chief on program goals and priorities. The incumbent is delegated broad latitude on all matters relating to the Region's Performance Track program. The incumbent plans his/her own work, coordinates with other subject matter specialists, resolves technical or administrative problems, and carries assignments through to completion. Completed work and technical decisions and recommendations are accepted as technically sound. The incumbent must utilize innovative thought processes and professional judgment in developing plans and projects and in implementing them within the framework of national initiatives and Region 4 policies and practices.

Factor 3: Guidelines

Guidelines are basic legislation and/or broadly stated and nonspecific agency regulations and policy statements. The employee is required to use judgment and ingenuity in interpreting the intent of legislation and new regulations and developing applications to specific areas of work. The employee is recognized as a technical authority in the development and interpretation of agency policy. The ideas, methods and procedures developed by the employee are on the cutting edge of technology and often serve as precedents for other policymakers within or outside of EPA.

Factor 4: Complexity

The assignments involve complex and politically sensitive approaches to regulatory compliance and methods of results measurement. Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult conflicts between scientific and management requirements. The work requires originating innovative engineering techniques, establishing criteria and standards applicable to a wide range of problems and conditions, or developing new engineering/ scientific concepts or approaches that advance the state-of-the-science. Assignments often require synthesis of national goals, objectives, and priorities into regional applications and creation of solutions that represent a compromise between conflicting requirements.

Factor 5: Scope and Effect

The incumbent serves as the Region's Coordinator for EPA's National Performance Track Program and uses a network of internal and external contacts to promote and implement the program within the Region. The work includes the resolution of a broad range of critical or highly unusual problems, development of innovative approaches or guides, or the determination of the effectiveness and validity of proposed or current policies and programs. The employee serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of activities and broad policy issues. The work contributes to the long-range effectiveness of the overall program goals and priorities.

Factor 6: Personal Contacts

Contacts include those which take place in meetings and conferences and unplanned contacts during the expected course of work for which the Coordinator is designated by higher management. Such contact often requires extensive preparation of briefing materials or up-to-date technical familiarity with complex subject matters.

Contacts are made on a frequent basis with one or more of the following:

- High-ranking managers, supervisors, and technical staff within the Region and/or laboratories; agency headquarters staff; or comparable personnel in other Federal agencies;
- Officials and high level staff of large industrial firms; or officials of trade/industry associations or groups; and representatives of small business associations or groups;
- Compliance assistance providers with both public and private agencies or organizations, universities, or associations.
- Local officers and members of regional or national trade associations, public action groups, or professional organizations; and/or State and local government managers doing business with the agency.

Factor 7: Purpose of Contacts

The purpose of contacts is to promote strategic planning for and use of the program, to obtain or commit resources, and to represent the Agency and Region to external regulatory agencies, private organizations and entities, Contacts involves active participation in conferences, meetings, training, and/or presentations.

Factor 8: Physical Demands

Work is predominantly sedentary except during (1) occasional visits to the field where there is considerable walking, bending, and stooping while making inspections of facilities; or (2) training where there may be extended periods of standing.

Factor 9: Work Environment

Work is typically performed in an office setting, although there may be occasional exposure to unfavorable conditions or hazardous waste during visits or temporary assignments to the field.